



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.

September 20, 2006

OFFICE TECHNICIAN (TYPING)

\$2,598 – \$3,157 per month

OR

OFFICE ASSISTANT (TYPING)

\$2,073-\$2,520 per month

ONE POSITION AVAILABLE – WILL CONSIDER FILLING AT EITHER LEVEL

Under the close direction of the Staff Services Analyst and the general supervision of the Environmental Program Manager I, the incumbent will work closely with staff to assist with the proper administration and the responsible functioning of the Marine Invasive Species Program (MISP), following the vision, mission and values statements of the California State Lands Commission. This position requires willing acceptance of work assignments, the following of proper instructions, the use of technical knowledge, and the application of skills needed to produce a product or service of good quality in a timely and responsive manner. The incumbent will emphasize quality before production and work toward the long-term benefit of the entire organization. Specifically the incumbent will perform the following duties:

DUTIES AND RESPONSIBILITIES:

- Perform daily data entry of moderate complexity;
- Evaluate and recommend improvements to the system and retrieve and prepare information and reports as directed;
- Assist in the development and maintenance of the Ballast Water Management Database;
- Assist, as needed, in proper drafting and completion of routine correspondence, reports, requisitions and other documents using various office machines;
- Perform general clerical duties such as typing and occasionally preparing correspondence, distributing unit mail, filing and copying of documents;
- Provide backup assistance to other Division clerical staff;
- Assist with special projects and other work as required;

DESIRABLE QUALIFICATIONS:

- Exercise a high degree of initiative, independence and originality in the performance of assigned tasks;
- Emphasize good judgment regarding prioritization of workload;
- Good communication skills and ability to interact professionally with staff and the public;
- Familiarity with personal computers – Microsoft Office Systems, Novell Groupwise Network Software and Access;
- Good attendance and dependability;

POSITION LOCATION:

200 Oceangate, Suite 900
Long Beach, CA 90802

HOW TO APPLY:**Submit resume & standard State application to:**

California State Lands Commission
Attn: Personnel
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202

Telephone: (916) 574-2503 FAX (916) 574-1915

Final Filing Date: Until Filled

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.